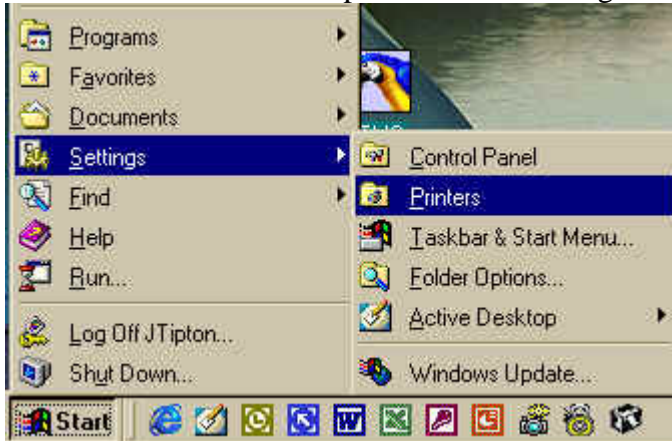


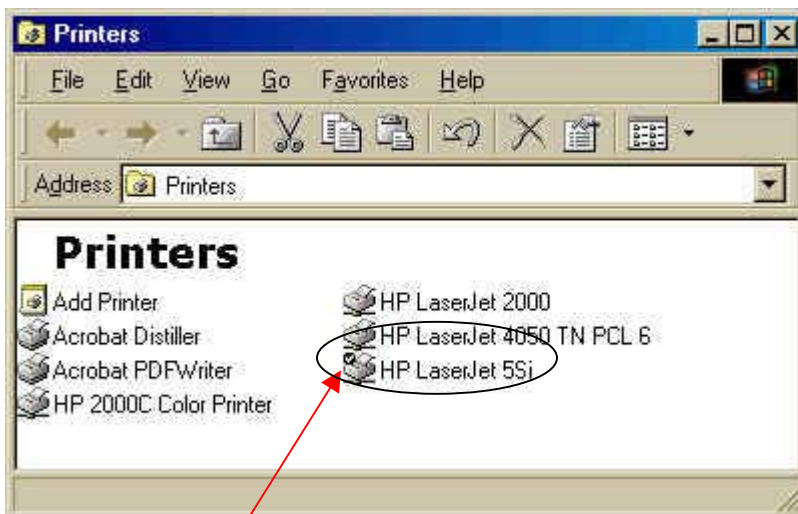
## Capturing a Printer Port

These instructions show you how to capture a network printer to LPT1 in order to print UDS reports. If you have a printer connected directly to your computer, then you can ignore these instructions – read no further.

1. From the Windows desktop click Start / Settings / Printers



2. Now you should have this dialogue box (your printer names may be different from those in the example):

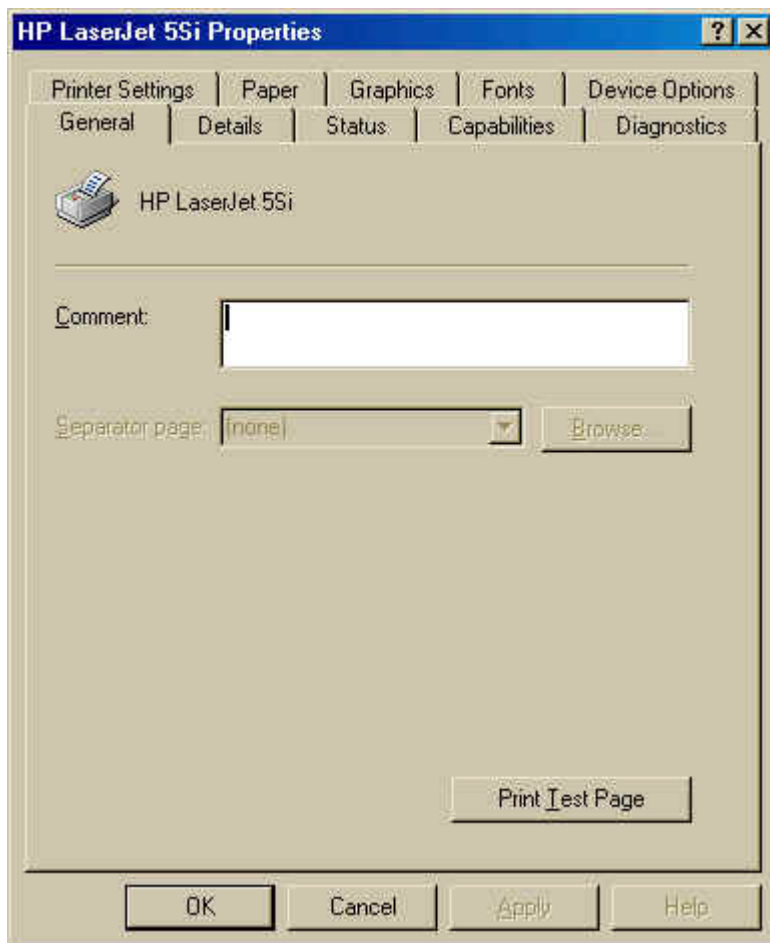


Your default printer has a little check mark beside it (see circled printer above for example). With your **right** mouse button, click on your default printer to get this popup menu:

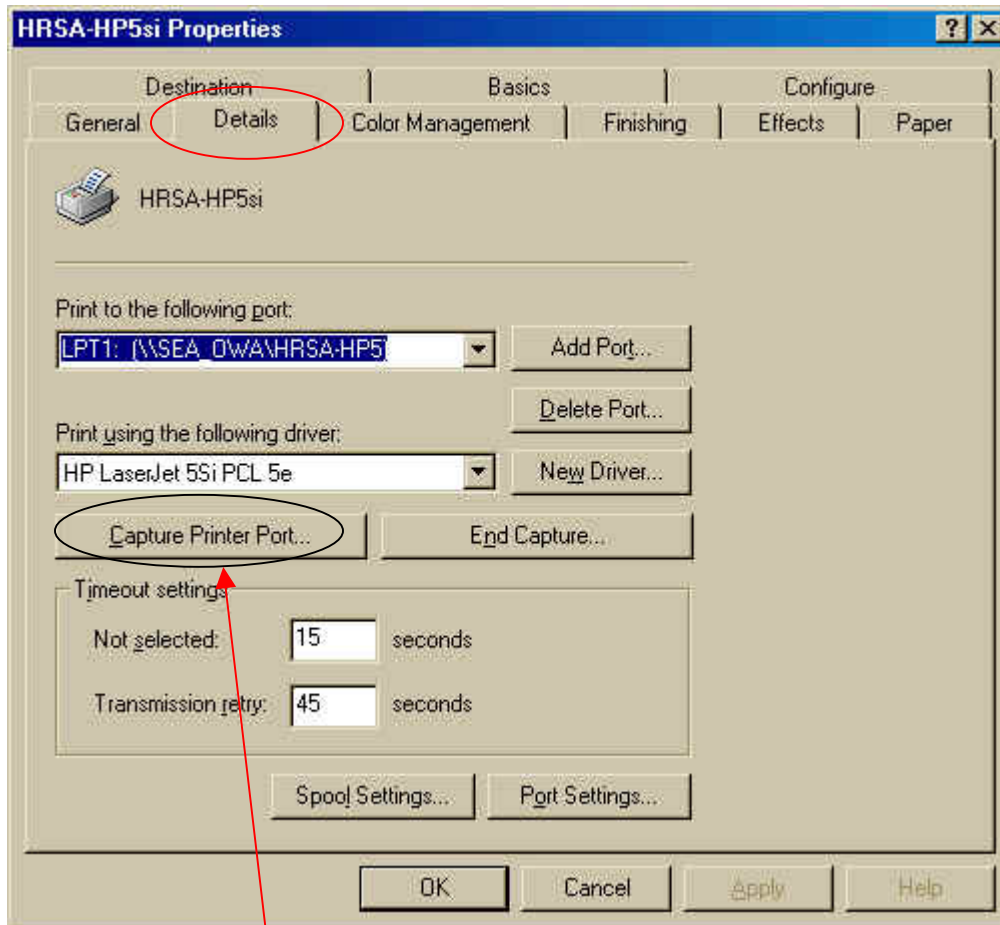


and select Properties (at the bottom of the menu).

3. Now you'll have this screen or one very similar to it:

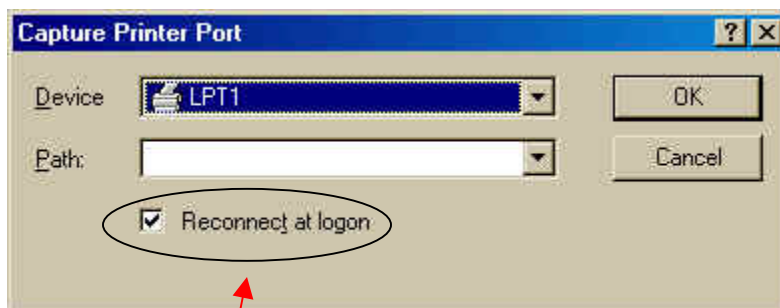


Select the Details tab to get this screen:



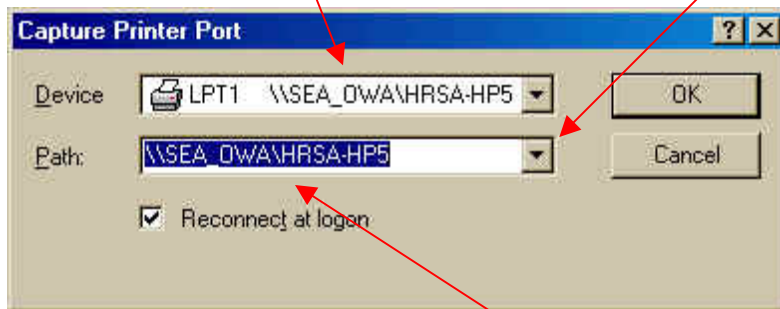
and select the **Capture Printer Port** button.

4. Now you'll see this:



If you want this capture to occur each time you logon (ie start your computer), then check the **Reconnect at logon** box. If not, then uncheck it, but the recommended setting is to check it.

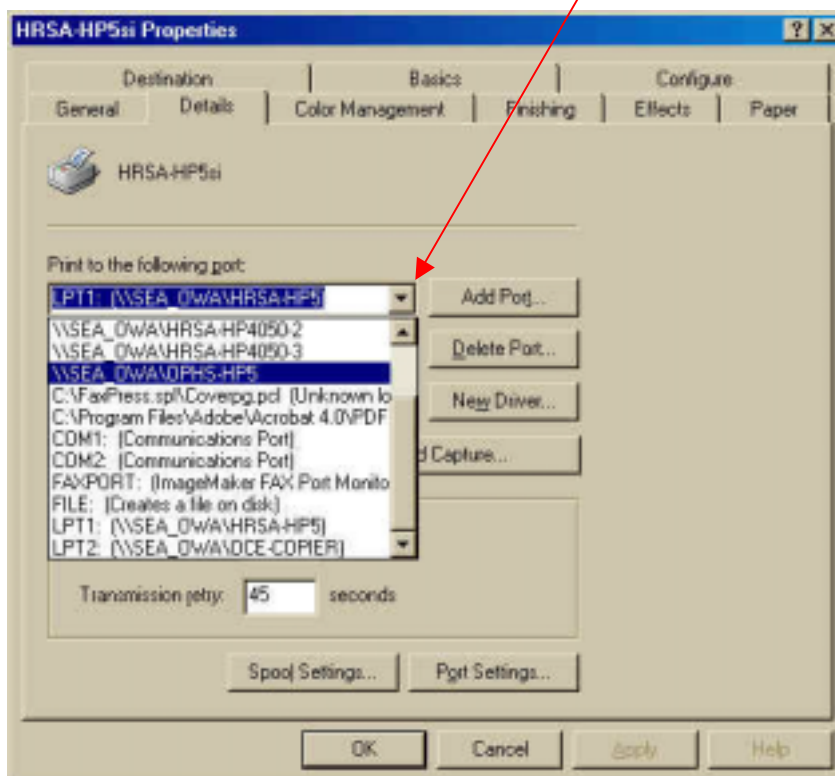
Make sure Device shows LPT1, and then click the drop down arrow next to the Path box:



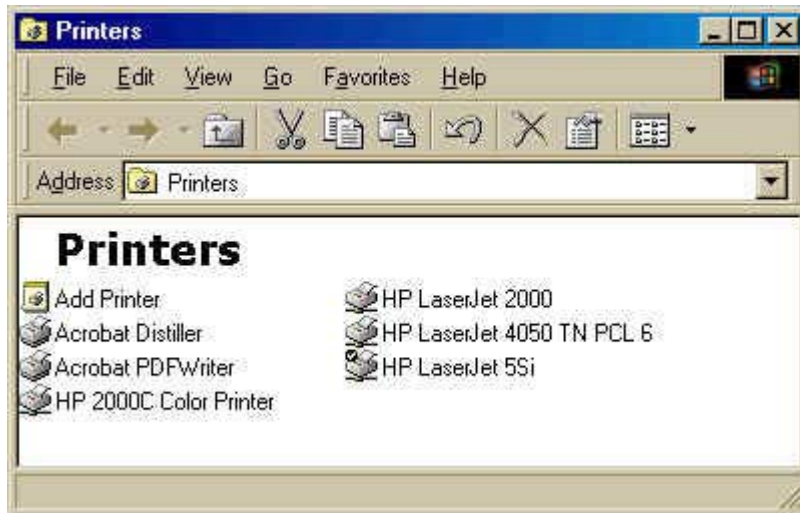
Highlight your default printer and click once on it using your **left** mouse button and then select the OK button.

Note: The printer you choose MUST begin with \\SEA\_OWA; otherwise you will not be capturing a printer connected to our network. Note carefully the name of the printer in this box because you'll need it in the next step.

5. Now back at the main Details screen, click on the **drop down button** for the box under "Print to the following port:". Find the LPT1: (\\SEA\_OWA\printer name) from the drop down list (see below) and click on it with your **left** mouse button to select it. Now that setting should be showing in the box immediately below the words, "Print to the following port" (see below).



Finally select the **Apply** button and then the **OK** button. You may have to select **OK** twice to finally exit back to the main Printers screen.



Close this screen by selecting File / Close or using the little X in the upper right corner.

**That's it. Now your ready to print UDS reports.**

---

Prepared by Jim Tipton on 09/22/2000 (revised 01/30/01).